

**INDIVIDUAL MOTION PRACTICES OF  
MAGISTRATE JUDGE MARILYN D. GO**

**United States District Court  
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Brooklyn, New York 11201  
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Hours: None listed**

Unless otherwise ordered by Judge Go in a specific case, matters before Judge Go shall be conducted in accordance with the following practices:

1. *Communications With Chambers*

A. *Letters.* No rule.

B. *Telephone Calls.* No rule.

C. *Faxes.* Faxes to chambers are permitted only if copies are also simultaneously faxed or delivered to all counsel. **Do not follow with hard copy.** No document longer than 15 pages may be faxed without prior authorization. The fax number is (718) 260-2556. **Applications and Motions to which a response is anticipated should not be faxed.**

D. *Docketing, Scheduling, and Calendar Matters.* For scheduling civil matters and guilty pleas call Yvonne DeVeaux at (718) 260-2550 for. Call the arraignment Magistrate Clericals at (718) 260-2620 for all other criminal arraignment week matters.

E. *Requests for Adjournments or Extensions of Time.* All requests for adjournments or extensions of time must be made 72 hours in advance and must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed revised schedule for the affected date must be included.

## 2. ELECTRONIC CASE FILING (ECF)

A. In civil actions that are **referred to me for pretrial supervision, all documents, (including letters, motions to compel or other applications) which concern discovery and other pretrial matters, MUST** be filed electronically, regardless of the assigned district judge. **All documents in civil actions assigned to a district judge participating in ECF or assigned to me for all purposes MUST be filed electronically.** Questions regarding ECF filing or training should be directed to Terry Vaughn or Marilyn Glenn at (718) 260-2330/2610. **Hard copies of all papers filed electronically, including motions, letters and stipulations, in cases which are assigned to district judges not participating in ECF must also be filed with the Clerk of the Court.**

B. **No courtesy copy of a document filed by ECF need be provided to my Chambers unless the document contains more than two exhibits. Hard copies of documents of documents provided to Chambers must be clearly marked “Courtesy Copy,” and indicate that the original was filed by ECF.**

C. Parties filing voluminous or non-text exhibits **may** file hard copies, rather than by ECF. **A courtesy copy must be sent to the chambers of the judge determining the motion or application to which the exhibits refer.**

D. Requests to be exempt from ECF requirements should be **promptly** submitted to my chambers with an explanation of the **specific** reasons prompting the request.

### 3. *Motions*

A. *Pre-Motion Conferences in Civil Cases.* For discovery motions, follow Local Civil Rules 37.3 and 6.4. For motions other than discovery motions, follow the rules of the district court judge.

B. *Courtesy Copies.* Courtesy copies of all motion papers, marked as such, should be submitted for chambers.

C. *Memoranda of Law.* The court expects counsel to exercise their professional judgment as to the length of briefs and may impose limits if that expectation is not met.

D. *Filing of Motion Papers.* Motion papers shall be filed promptly after service.

E. *Oral Argument on Motions.* Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

#### 4. *Pretrial Procedures*

A. *Joint Pretrial Orders in Civil Cases.* Unless otherwise ordered by the Court, within 60 days from the date for the completion of discovery in a civil case, the parties shall submit to the court for its approval a joint pretrial order, which shall include the following:

- i. The full caption of the action.
- ii. The names, addresses (including firm names), and telephone and fax numbers of trial counsel.
- iii. A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes relied on and relevant facts as to citizenship and jurisdictional amount.
- iv. A brief summary by each party of the claims and defenses that each party has asserted which remain to be tried, without recital of evidentiary matter but including citations to all statutes relied on. Such summaries shall identify all claims and defenses previously asserted which are not to be tried.
- v. A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.
- vi. A statement as to whether or not all parties have consented to trial of the case by a magistrate judge (without identifying which parties have or have not so consented).
- vii. Any stipulations or agreed statements of fact or law which have been agreed to by all parties.
- viii. A list of the names and addresses of all witnesses, including possible witnesses who will be called only for impeachment or rebuttal purposes and so designated, together with a brief narrative statement of the expected testimony of each witness. Only listed witnesses will be permitted to testify except when prompt notice has been given and good cause shown.

ix. A designation by each party of deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.

x. A list by each party of exhibits to be offered in its case in chief, with one star indicating exhibits to which no party objects on grounds of authenticity, and two stars indicating exhibits to which no party objects on any ground.

B. *Filings Prior to Trial in Civil Cases.* Unless otherwise ordered by the Court, each party shall file, 15 days before the date of commencement of trial if such a date has been fixed, or 30 days after the filing of the final pretrial order if no trial date has been fixed:

i. On the Thursday before trial in jury cases, requests to charge and proposed voir dire questions. Requests to charge should be limited to the elements of the claims, the damages sought and defenses. General instructions will be prepared by the court. When feasible, proposed jury charges should also be submitted on a 3.5" diskette in IBM Word Perfect format;

ii. By claim, a detailed statement regarding damages and other relief sought;

iii. In non-jury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element;

iv. In all cases, motions addressing any evidentiary or other issues which should be resolved in limine; and

v. In any case where such party believes it would be useful, a pretrial memorandum.